

# **Petro Marine Services**



**SECURITY PLAN**

**FOR**

**THE TRANSPORTATION OF PETROLEUM PRODUCTS**

**April, 2014**

## **STATEMENT OF PURPOSE**

This written security plan has been developed to comply with 49 CFR Part 172 *Hazardous Materials: Security Requirements for Offerors and Transporters of Hazardous Materials* promulgated by the U.S. Department of Transportation's Research and Special Programs Administration (68 FR 14509). ***Petro Marine Services*** is committed to the safety and security of every hazardous material shipment conducted by the company and its employees. Petroleum products are extremely volatile materials that alone, or in combination with other chemicals, can produce a catastrophic explosion.

The U. S. Transportation Security Administration (TSA) reported that international terrorist groups are interested in obtaining hazardous materials, such as petroleum products, through legal and illegal means to use them as weapons of mass destruction against both civilian and military targets. Fully laden petroleum tank trucks have already been used as weapons of mass destruction in a number of foreign countries over the past several years. The shipment of petroleum products by ***Petro Marine Services*** puts the company, its employees and customers, as well as its neighbors, at risk of terrorist attack.

To enhance the security of hazardous material shipments, all employees must take the risk of terrorist attack against shipment of petroleum products seriously. It is company policy that all employees make every effort, on a daily basis, to ensure the security of each hazardous material shipment from the time the product is under company control until it is safely delivered to the customer.

The following written security plan is company policy. All HAZMAT drivers and HAZMAT employees must read it, understand its requirements, and implement its procedures at all times as a condition of continued employment. Security of all petroleum product shipments, whether in transit via tank truck or in storage at the bulk plant, is the company's responsibility.

## **SECTION I. SECURITY OFFICER**

### **Centralizing the Flow of Security Related Information.**

All security related questions, information, reports of suspicious activity or incidents involving the shipment of petroleum products must be reported immediately to the Security Officer. The table below names the Owner/Operator, the Security Officer, and other employees with security responsibility.

NAME OF PLANT: Petro Marine Services, Kensington Depot

	Name	Title	Address	Phone nos.
Owner/Operator	Petro Marine Services	Owner	234 4 <sup>th</sup> Ave. Seward, AK	907-224-3190
Security Officer	Jim Cawdrey	Plant Manager	3560 N Douglas Hwy, Juneau, AK 99801	907 586 4400
Security Personnel	TBD		3560 N Douglas Hwy, Juneau, AK 99801	907 586 4400

## NOTIFICATION OF SECURITY PROBLEMS

Anyone detecting security problems or concerns will relay the information immediately to the Security Officer or other security personnel. The Security Officer, or in his absence another security person, will immediately alert state and local police and the FBI of any security incident involving any shipment of petroleum product. The following emergency contact numbers should be called in the order listed:

- 1) Police 911
- 2) State Police 911
- 3) FBI, Supervisor of Counter Terrorism, (Ron Bates) 907-276-4441

## SECTION II. PERSONNEL SECURITY

### Security Requirements for Personnel with Access to Tank trucks or Storage Areas Where Bulk Petroleum Product is Located.

*Petro Marine Services* will implement the following procedures as company policy to ensure that no HAZMAT driver poses a security risk that endangers a shipment of petroleum product. These procedures also apply to current non-driver HAZMAT employees (and successful applicants for hire) whose duties require safety training under federal hazardous material regulations.

- Verify that HAZMAT drivers have the current Commercial Drivers License (CDL) with Hazmat Endorsement which requires a state background check reviewed by the Transportation Security Administration (TSA) to determine that the successful applicant does not pose a security risk.
- Contact the references and the employers (for the previous 10 years) for successful applicants for HAZMAT driver or HAZMAT employee positions.

- Investigate gaps in successful applicant's employment history or any other information that seems suspicious.
- To the extent possible, obtain at least ten years consecutive employment and education records for all HAZMAT driver and HAZMAT employee applicants.
- Verify that all HAZMAT drivers, HAZMAT employees and applicants for those positions are U.S. citizens or have appropriate legal alien status and work authorization documents issued by the U.S. Immigration and Naturalization Service.
- Upon termination of employment of any HAZMAT driver or HAZMAT employee, follow these security measures:
  1. Collect employee identification cards, photos or other items that demonstrate employment with the company.
  2. Collect keys to tank trucks, bulk plant security equipment, buildings and other secured areas, cell phones and radios.
  3. Cancel all computer passwords and other access codes that would allow former employees to gain access to hazardous material shipments or to delivery schedules, routes and destinations.
  4. Update company records, web sites and other material that lists employee names or authorizes access to hazardous material shipments.
  5. Inform employees and bulk plant personnel, when a former employee is no longer authorized to have access to hazardous material shipments or information.

### **SECTION III.**

#### **UNAUTHORIZED ACCESS**

#### **Control Unauthorized Access to Tank Trucks, Petroleum Storage Areas, and Shipment Information.**

The following procedures are adopted as company policy to control unauthorized access to petroleum product shipments and information about shipments:

- When Homeland Security Advisory System (HSAS) is HIGH (orange) or SEVERE (red) all visitors to company petroleum bulk plants, except those know to the plant personnel, must be accompanied by an employee,
- Company offices must be locked when unattended.

- When not in use tank trucks must be locked and parked in a secure area.
- Periodic inspections of tank trucks and buildings where bulk petroleum products are located will be conducted to detect evidence of tampering or vandalism.
- Access to information regarding delivery schedules, routes and destinations must be limited to employees with a need to know.
- The status of, and changes to the nation's threat level as determined by the Department of Homeland Security will be communicated to all employees
- More stringent security precautions to prevent unauthorized access may be implemented when the HSAS increases to SEVERE (red).

#### **SECTION IV. EN ROUTE SECURITY**

##### **Protecting the Security of Petroleum Shipments in Transit.**

The following procedures are adopted by *Petro Marine Services* as company policy to enhance the security of petroleum shipments during transportation. All HAZMAT drivers must learn, fully understand and adhere to these procedures at all times:

- HAZMAT drivers will inspect tank trucks for tampering or other suspicious activity at the beginning of each shift as part of the normal daily pre-trip vehicle inspection.
- HAZMAT drivers are required to inspect the tank truck after each delivery to check for unauthorized alteration, tampering or other suspicious activity.
- Any time a HAZMAT driver leaves the tank truck (e.g. break time, down time, end of shift, etc.) the keys must be removed from the ignition, the windows rolled up, and the doors locked.
- HAZMAT drivers are forbidden to pick up hitchhikers, allow unauthorized persons in the truck cab, stop for motorists in distress, or pull over for anyone unless instructed to do so by a law enforcement official.
- HAZMAT drivers may not deviate from a planned route or delivery schedule unless the dispatcher is notified before the change is made.
- HAZMAT drivers must notify the dispatcher when the deliveries fall more than one hour behind schedule.

- Whenever a HAZMAT driver parks a tank truck for any reason other than loading and unloading, the parking area selected must be well lit, safe, and reasonably secure.
- HAZMAT drivers should not talk to strangers about delivery routes, delivery schedules, or destination of petroleum shipments.
- HAZMAT drivers should be alert to suspicious activities that may endanger the petroleum shipment. This includes such things as talkative strangers inquiring about shipments, roadside distractions such as disabled vehicles, or occupants of vehicles pulling along side the tank truck and attempting to catch your attention. Be especially weary of vehicles with three or more male occupants.

## **SECTION V. EMPLOYEE AWARENESS**

### **Understanding Security Risks and Implementing the Security Plan.**

- All HAZMAT drivers and HAZMAT employees are responsible for understanding the security risks associated with transporting petroleum products and learning to identify and respond to those risks.
- HAZMAT drivers and HAZMAT employees who fail to read this security plan, understand its requirements, and implement its procedures may be subject to termination of employment.
- This security plan is subject to change as circumstances or federal law requires. An updated company security plan will be provided to all HAZMAT drivers and HAZMAT employees as soon as it is available.
- If there is any uncertainty regarding the written security plan, the security risk assessment or any other security related matter, it is the duty of all HAZMAT drivers and HAZMAT employees to seek clarification from the company's Security Officer.
- The company will provide news, updates and other pertinent information relating to security matters to HAZMAT drivers and HAZMAT employees as appropriate.

**SECTION VI.**  
**ACKNOWLEDGEMENT**

**Employee Acknowledgement of the Requirements of the Security Plan**

By signing below I certify I have read the company's DOT security plan and fully understand the risks associated with the transportation of petroleum products. I further certify I am able to identify and respond to security risks pursuant to this security plan. If at any time, my awareness of security issues becomes unclear or insufficient, I understand that upon request, the company will provide me with additional training to correct security awareness. I understand that failure to follow the security measures in this policy may subject me to discipline, including discharge.

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Employee Signature

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Date

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Employee Signature

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Employee Signature

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Employee Signature

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Employee Signature

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Security Officer Signature

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Date